This information booklet outlines the School of Nursing & Midwifery Clinical Practicum Rules which apply to all nursing and midwifery student clinical placements.
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PROCESS MAP
Section 1: Introduction – For Students

1.1 Overview of the School’s Clinical Learning And Allocation Processes

Clinical learning is a highly valued and compulsory part of the School’s nursing and midwifery courses. Engagement and completion of all of the clinical learning requirements of your course are essential if you intend to achieve the overall requirements for your Certificate of Completion. When all the undergraduate course requirements have been met by students, the School forwards a Certificate of Completion to the Nursing and Midwifery Board of Australia as evidence of your eligibility for graduate registration. All students should visit the Australian Health Practitioner Regulation Agency (AHPRA) website to become familiar with the additional health industry registration requirements. Specific registration requirements for nurses and midwives are located in the ‘national boards’ section of the AHPRA home page (http://www.ahpra.gov.au/). The Australian Nursing and Midwifery Council (ANMC) describes an undergraduate clinical placement as a ‘professional experience placement’ which is defined as:

‘Professional experience placement is the component of nurse education that allows students to put theoretical knowledge into practice within the consumer care environment... It includes, but is not limited to, the hospital setting, and may include general practice, remote and rural health clinics, and community care environments. It excludes simulation' (ANMC 2009, Standards and Criteria for the Accreditation of Nursing and Midwifery Courses Leading to Registration, Enrolment, Endorsement and Authorisation in Australia— with Evidence Guide accessed from http://www.nursingmidwiferyboard.gov.au/Accreditation.aspx).

Your requirement to undertake, and pass, the allocated clinical placements of your course does not differ from your requirement to undertake, and pass, the theory units of study mandated in the curriculum. You will be enrolled in clinical practicum units of study in the relevant academic semesters over the duration of your course. Students need to be aware however, that the clinical placement attendance requirements of each clinical unit of study will not necessarily fall within the weeks of the usual University semester timetable. Therefore you will be allocated to clinical placements which may require you to, at times, engage in clinical learning during semester breaks – including midyear and during the summer period.

As you will see outlined in the following School of Nursing & Midwifery Clinical Rules, students should not finalise arrangements for holidays or events until final clinical allocations for the enrolled unit of study have been issued from the Clinical Learning Office (CLO). The final clinical allocations will be issued from the CLO via the ‘My Clinical Learning’ database (http://wcf.vu.edu.au/mclearning/) approximately six weeks prior to the commencement of the clinical practicum periods. All scheduled clinical allocation periods – for each year level - are available for students to view on the Clinical Learning Notice Board on Level 3 in Building 4C.

The final clinical allocations will be organised in a way that considers your preference of geographical region for placement, whilst also fulfilling the School’s clinical venue contractual agreements, and our responsibility to allocate each student to a clinical placement, which is suitable for the educational requirements of your course and year level. For these reasons, students cannot organise their own clinical practicum with external clinical agencies. Clinical placements may also need to be undertaken in rural locations cognisant with clinical contractual agreements.

Before a student can be allocated to a clinical practicum by the Clinical Learning Office the following three mandatory documents are required in the first six months up to, and including, 1st August each year:
1. Police Check requirement - see Clinical Rule 2.1.1;
2. Working With Children requirement (first year of enrolment only - application timeframe 8-10 weeks) – see Clinical Rule 2.1.2;
3. Student Declaration Form – see Clinical Rule 2.1.3.

If a student fails to provide this mandatory documentation to the Clinical Learning Office in the first six months, up to and including, 1st August each year, then that student will not be allocated a clinical placement and enrolment in the affected clinical unit of study will be jeopardised. The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes. NOTE: Students who enter the undergraduate nursing degree via the Summer School (semester 3) program have the additional requirement of providing the three above listed mandatory documents to the Clinical Learning Office by 1st March in the same year that they complete their Summer School program. This is a one off additional requirement for that commencement year only so that this group of students can begin their second year, first semester, clinical practicum.

1.1.1 Allocation of clinical placement
Depending upon a unit of study’s requirements, and clinical venue availability, students will either be allocated to a ‘Flexible Clinical Model’ (FCM) model of placement over a 3 - 4 month period or a ‘Block’ intensive model of placement over a shorter time period or an Integrated Clinical Model (ICM) of part time clinical attendance during academic study weeks on a fixed roster as issued from CLO. All HBBN Degree second and third year students will be required to undertake 1-2 Flexible Clinical Model and / or Integrated Model placements in their course. The aim of the FCM and the ICM is to promote quality learning in a clinical environment within a team and shift work framework which is more closely aligned to the actualities of the work environment that graduates will be immersed in. In essence, the FCM / ICM both facilitate VU students to gain valuable clinical environment insights and understandings, which ultimately enables you to be more work – ready as a graduate. Therefore, allocation to each model is not influenced by students’ personal preferences for a particular clinical educational framework – as both styles of clinical placement need to be undertaken dependent upon your year level and course requirements. Details of the particular rostering and attendance requirements of the different clinical learning modes, specific to the allocated clinical agency, will be provided to you by the Clinical Learning Office once final allocations have been issued. Clinical placements might comprise day or night duty and weekend attendance.

The range of geographical locations possible for clinical placement is determined by the location of the School’s contracted clinical partner venues. Students’ place of residence will be considered by the Clinical Learning Office team when allocating students to clinical placements; however it cannot be guaranteed that students will be allocated close to their place of residence. Students transitioning into third year will be surveyed by the CLO in order that students can indicate their expression of interest in a clinical specialty for the UoS HNB3119 Clinical Practicum 4. However, it cannot be guaranteed that in all cases every student will get their preferred choice.

It is the responsibility of each enrolled student to fulfil the requirements of the allocated clinical placement. Failure to engage in the clinical placement as arranged will not enable you to be assessed for the clinical units of study that you will be enrolled in, and will therefore jeopardise your course progression and course completion timeframes. The School maintains a record of each student’s attendance at clinical practicum. After successful completion of a course, the School, on behalf of each student, forwards a Certificate of Completion to the Nursing and Midwifery Board of Australia (NMBA) as evidence of eligibility for registration. If a student has not completed the required number of clinical learning hours for a course, the NMBA will not approve the application for graduate registration.

This information package specifically outlines the School of Nursing & Midwifery Clinical Practicum Rules – General (Section 2); and Clinical Practicum Rules – Academic Progress (Section 3). In combination, these rules govern many aspects of your clinical education – including the requirement for Police Checks; Working With Children Checks; immunizations; clinical attendance; requirement for professional behaviour; clinical attire and clinical practicum assessment. It is important that you familiarise yourself with these Clinical Practicum Rules as they have important implications for your progress in your course of study.
Section 2: Clinical Practicum Rules – General

2.1 Mandatory Documentation Required Annually Before August 1st Each Year

Before a student can be allocated to a clinical practicum by the Clinical Learning Office the following three mandatory documents are required in the first six months up to, and including, 1st August each year:

1. Police Check requirement (if accessed via Victoria Police allow an application timeframe of up to 8-10 weeks) - see Clinical Rule 2.1.1;
2. Working With Children requirement (first year of enrolment only – allow an application timeframe of 8-10 weeks) – see Clinical Rule 2.1.2;
3. Student Declaration Form – see Clinical Rule 2.1.3.

The Clinical Learning Office will provide a maximum of three reminder messages for mandatory document submission via the Victoria University student email system. It is the student’s responsibility to ensure that their VU student email account is set up and organised to receive, and if required divert, emails to another regularly utilised email account. If a student fails to provide the mandatory documentation to the Clinical Learning Office by August 1st each year then that student will not be allocated a clinical placement and enrolment in the affected clinical unit of study will be withdrawn prior to census date in the relevant semester of enrolment (see Clinical Practicum Rules – Academic Progress Rule 3.2). The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

Students who enter the undergraduate nursing degree via the Summer School (semester 3) program have the additional requirement of providing the three above listed mandatory documents to the Clinical Learning Office by March 1st in the same year that they complete their Summer School program. This is a one off additional requirement for that commencement year only so that this group of students can begin their second year, first semester, clinical practicum. For Summer School entry students, if the mandatory documents are not lodged to the Clinical Learning Office by March 1st in the same year that they complete their Summer School program then the School will also proceed to withdraw each student from the affected clinical unit of study (see Clinical Practicum Rules – Academic Progress Rule 3.2). The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

2.1.1 Police Check Requirement

Federal and State government legislation has made it mandatory for organisations providing services, such as child care, nursing and midwifery care, teaching and paramedic support (or where there is access to dangerous materials, such as drugs of addiction) to require remunerated and non-remunerated employees to provide a satisfactory Police Check to the employer. The employer organisations and agencies that provide nursing and midwifery industry experience for Victoria University students have such a requirement.

The requirement for nursing and midwifery students to have a satisfactory Police Check is essential for industry experience, which in turn is a prerequisite for the allocation and undertaking of mandated curriculum clinical units of study. All undergraduate and postgraduate nursing and midwifery students who are undertaking a course, which necessitates one or more periods of clinical practice, are required to undergo a Police Check every 12 months. The Police Check application process is now facilitated by the Clinical Learning Office staff via the online Fit2Work process. All School of Nursing & Midwifery students are expected to apply for their annual Police Check via the Fit2Work processes.
For those students who know that they have a prior disclosable offense:
The only exception to the above outlined situation will be if a student already knows that he/ she has a
disclosable offence on their record In this case only, application will have to be made directly to the Victoria
Police department. As the Victoria Police application process can take up to 10 weeks before the police
check document can be awarded, students in this situation are therefore advised to apply in a timely manner.
Application process delays are inadequate grounds to prevent withdrawal from an enrolled clinical unit of
study if the mandatory document is not submitted to the Clinical Learning Office by August 1st each year as
per Clinical Rule 3.2.

Note: students who do not have a valid, in date, Police Check will be removed from  unit of study enrolment
and clinical placement (if placement has already commenced). If a valid Police Check is not obtained within
3 working days, after removal from clinical, then the student will not be allowed to return to the clinical
placement. The clinical placement will therefore not continue and the final outcome for the unit of study will
be determined at the end of semester by the ASPB (Academic Student Progress Board) panel. In the event
that a fail grade is awarded, by the ASPB panel for the affected clinical unit of study, course progression will
be prolonged.

Details of how to apply for a Police Check are available on: http://wcf.vu.edu.au/mcleaming/ posted in
a document entitled: ‘Police Checks: How to apply and submit to the Clinical Learning Office’. With regards
to a disclosable Police Record Check the following conditions will apply:

- A copy of the Police Record Check will be kept in the CLO;
- The CLO, on behalf of the student, will notify the hospital / facility if a student has a
disclosable Police Record Check. When approval is received the student will be
notified. Some hospitals request further information or a meeting, if this is required
the student will be notified;
- Should a student be denied access to a clinical placement on the basis of an
unsatisfactory National Police Record Check,  the Clinical Learning Office will make
two further attempts to obtain a clinical placement for the student. If these additional
attempts are unsuccessful, the School will refer the student to available career
counselling.

2.1.2 Working With Children Requirement

In 2006, the Victorian Government introduced a new checking system to help protect children less than 18
years of age from physical or sexual harm. The Working with Children (WWC) Check creates a mandatory
minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing
those who pose a risk to the safety of children from working with them, in either paid or volunteer work. The
process is carried out by the Victorian Government. As the Victorian Government application process can
take up to 10 weeks before the WWC document can be awarded, students are advised to apply in a timely
manner. Application process delays are inadequate grounds to prevent withdrawal from an enrolled clinical
unit of study if the mandatory document is not submitted to the Clinical Learning Office by the 1st August as
per Clinical Rule 3.2.

Details of how to apply for a WWC Check are available on: http://wcf.vu.edu.au/mcleaming/ posted in
a document entitled: ‘Working With Children Checks: How to apply and submit to the Clinical Learning Office’. The WWC Check is required to be submitted in the first year of course enrolment. Subsequent WWC Check
submissions may be required if course enrolment becomes protracted.
2.1.3  Student Declaration Form

The ‘Student Declaration Form’ is one of the three mandatory documents required by August 1st each year. A copy of this Declaration form is located in Appendix A. As per Clinical Rule 3.2, non submission of this completed document in the first six months up to, and including, 1st August will activate withdrawal processes from the enrolled clinical unit of study. The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

2.2 Immunization Requirements

All students are required to meet the immunization requirements for engagement in clinical placements as outlined in the web area of the ‘My Clinical Learning’ database <http://wcf.vu.edu.au/mclearning/> in a document entitled: ‘Required Immunizations for Clinical Placement’. Students are advised to contact their health care practitioner/doctor for advice regarding immunizations. Students need to be aware that if they personally choose not to undertake the required immunizations, or alternatively fail to provide evidence of immunization to the allocated clinical venue upon request, that they are very likely to be withdrawn from clinical placement and therefore will be unable to complete required assessments in order to pass the clinical unit of study that semester.

2.3 Allocation of Clinical Practicum - Student Responsibilities

You will be enrolled in clinical practicum units of study in the relevant academic semesters over the duration of your course. Students need to be aware however, that the clinical placement attendance requirements of each clinical unit of study will not necessarily fall within the weeks of the usual University semester timetable. Therefore you will be allocated to clinical placements which may require you to, at times, engage in clinical learning during semester breaks – including midyear and during the summer period. Students should not finalise arrangements for holidays or events until final clinical allocations for the enrolled unit of study have been issued from the Clinical Learning Office (CLO). The final clinical allocations will be issued from the CLO via the ‘My Clinical Learning’ database (http://wcf.vu.edu.au/mclearning/) approximately six weeks prior to the commencement of the clinical practicum periods. All scheduled clinical allocation periods – for each year level - are available for students to view on the Clinical Learning Notice Board on Level 3 in Building 4C. If students choose to proceed with holiday or event bookings in defiance of this Clinical Rule then the School, which includes the Clinical Learning Office, will not be responsible for any loss that students may incur because of date clashes with the prior booked events and the final clinical allocations issued by the School. Non attendance at an allocated clinical practicum will result in a fail grade being awarded for the clinical unit of study which will impact upon course progression and course completion timeframes. Students are responsible for their own travel and parking costs related to clinical placement attendance; and in the case of rural placements, any associated accommodation costs.

2.3.1 Swapping period

Following the release of the clinical allocations the opportunity exists for students who may wish to exchange their allocated clinical placement with another student’s allocated clinical placement for a period of ten working-days following the initial release of the clinical allocations. Once this time has elapsed, all allocated placements become final and requests to swap outside of this timeframe will not be considered except in the situation described in 2.3.2 below. Students wishing to swap their allocated clinical placement will need to send an email to the CLO stating with whom they wish to swap. The student with whom they are swapping will also need to confirm their agreement to swap via a separate email to the CLO. Requests outside of this process will not be considered.
2.3.2 Reconsideration of Clinical Placement Allocation for Nursing and Midwifery Students

Students with exceptional life circumstances may apply for a Reconsideration of Clinical Placement Allocation (forms available from the Clinical Learning Office or ‘My Clinical Learning’ database [http://wcf.vu.edu.au/mcleaning/]). A panel of School academics will consider the provided documentary evidence and inform the student if this application has been successful or not. This appeal process (that is, the Reconsideration of Clinical Placement Allocation) is the only appeal available at the School level.

The final clinical allocations will be organised in a way that considers students’ geographical region for placement, whilst also fulfilling the School’s clinical venue contractual agreements, and the responsibility to allocate each student to a clinical placement, which is suitable for the educational requirements of each course and year level. For these reasons, students cannot independently organise their own clinical practicum with external clinical agencies.

Depending upon a unit of study’s requirements, and clinical venue availability, students will either be allocated to a ‘Flexible Clinical Model’ (FCM) model of placement over a 3 - 4 month period or a ‘Block’ intensive model of placement over a shorter time period or an Integrated Clinical Model (ICM) of part time clinical attendance during academic study weeks on a fixed roster as issued from CLO. All HBBN Degree second and third year students will be required to undertake 1-2 Flexible Clinical Model and / or Integrated Model placements in their course. The aim of the FCM and the ICM is to promote quality learning in a clinical environment within a team and shift work framework which is more closely aligned to the actualities of the work environment that graduates will be immersed in. In essence, the FCM / ICM both facilitate VU students to gain valuable clinical environment insights and understandings, which ultimately enables you to be more work – ready as a graduate. Therefore, allocation to each model is not influenced by students’ personal preferences for a particular clinical educational framework – as both styles of clinical placement need to be undertaken dependent upon your year level and course requirements. Details of the particular rostering and attendance requirements of the different clinical learning modes, specific to the allocated clinical agency, will be provided to you by the Clinical Learning Office once final allocations have been issued. Clinical placements might comprise day or night duty and weekend attendance.

The range of geographical locations possible for clinical placement is determined by the location of the School’s contracted clinical partner venues. Clinical placements may need to be undertaken in rural locations cognisant with clinical contractual agreements. Whilst students’ geographical location is considered by the Clinical Learning Office team, it cannot be guaranteed that clinical placement allocation will be in the student’s geographical region. It is the responsibility of each enrolled student to fulfil the requirements of the allocated clinical placement. Failure to engage in the clinical placement as arranged will not enable students to be assessed for the clinical units of study that they will be enrolled in, and will therefore jeopardise course progression and course completion timeframes.

2.4 Clinical Practicum Hours

Students are required to attend their clinical placement as per the days, dates, and times as they are assigned in the final roster at each clinical placement venue. Dependent upon the clinical placement model, students may be assigned to a variety of shifts which include morning, evening, night shift and weekend shifts. Any reduction in completed clinical hours will be managed by the School according to Clinical Rule 3.1.2. Please note that any absence from clinical placement needs to be covered with medical certification and / or special consideration approval. Absence from allocated rostered shifts, without these documents, will jeopardise the approval of clinical makeup days which may involve a fail grade being awarded (see Clinical Rule 3.1.2).
2.4.1 Management of Absence: Required Notification Process

Students who are unable to attend a booked clinical practice shift must immediately notify the Clinical Teacher (Block Mode) or Clinical Facilitator (Flexible Mode) or the allocated Ward / Department Team Leader. In all placements if the student has difficulty contacting the Clinical Teacher or Clinical Facilitator or the allocated Ward/Department Team Leader then the Clinical Learning Office should be contacted on phone number: (03) 9919 2708. Failure to undertake the above outlined notifications can result in the student being placed at risk of failure for unprofessional conduct.

As per Clinical Rule 3.1, if a student does not attend a rostered shift as allocated on the final shift roster, then those hours will be recorded by the clinical preceptor / teacher / facilitator as absent and these records will be sent to the University. Student absence from clinical venue shifts will be recorded in this way for both Flexible Clinical Model placements and Block model placements. In the Flexible Clinical Model style of placement especially, a student should not assume that they are entitled to merely ‘make up’ all absent hours at some later stage in the same clinical practicum period. ‘Makeup’ clinical practicum periods have to be separately negotiated for students by the School with its clinical partner venues.

2.5 Student Clinical Practicum Responsibilities

Students are guests in the allocated clinical placement venues so it is important that a professional image and behaviour is maintained at all times. As such, the student is required to adhere to the following clinical rules which outline the required professional dress, behaviour, clinical practice and reporting responsibilities:

2.5.1 Clinical Attire

Appropriate clinical attire serves the purpose of clearly identifying students from staff and enables students to establish a professional image with the staff of the facility, patients and the general public. Students at clinical practicum are representing Victoria University and as such must maintain professional appearance and behaviour at all times.

The official Victoria University, School of Nursing & Midwifery professional dress must be worn to all clinical placements unless otherwise directed. Details of the official uniform requirements for undergraduate nursing and midwifery students are available on: [http://wcf.vu.edu.au/mclearning/](http://wcf.vu.edu.au/mclearning/) posted in a document entitled: ‘Clinical Attire: School of Nursing & Midwifery Clinical Placement Uniform Requirements & Ordering Information’. Any student who attends their clinical placement in attire other than the adopted professional dress may be asked to leave the venue and be registered as absent for that shift. Students attending clinical placements which stipulate ‘non – uniform’ – for example mental health placement venues - may be requested to alternatively wear neat, casual clothes with closed-toe shoes, as approved by the clinical agency.

The student must ensure that the following uniform guidelines are adhered to:

- The uniform must be freshly laundered, ironed, stain free and in good repair and appropriately sized to prevent visible midriff;
• Long hair must be styled neatly and tied up off the collar so that it does not come into contact with either the client/patient, equipment or other hospital items. Men with beards are required to keep them trimmed and tidy;

• Personal hygiene should include the use of deodorant but avoid highly perfumed products which may have a detrimental effect on others. Fingernails should be clean, short and a natural color without nail polish;

• With the exception of a wedding ring and plain earrings (sleepers or studs) no ornamental jewellery is to be worn. Facial piercings should be removed or covered;

• Students who require to adhere to a specific religious/cultural dress code may be able to wear additional items of clothing as approved by the allocated clinical agency;

• Students are required to wear a fob watch with a second hand, have a blue ballpoint pen and wear the current VU student identification badge in a prominent clearly visible position. Lanyards are associated with cross infection and as such should not be worn.

2.5.2 Behavioural Expectations of Student and Lines of Responsibility

The role of the student whilst on clinical practicum is to participate as fully as possible in the clinical placement’s learning opportunities whilst in the supervision of a registered nurse / midwife who may be a preceptor, clinical teacher or facilitator. The clinical experience undertaken by students is designed to provide students with opportunities to develop knowledge and skill in the cognitive, psychomotor and affective domains and to develop insight into the complex role and responsibilities of the registered nurse / midwife. The following behavioural practices are required by the nursing or midwifery student whilst on clinical placement.

Whilst on clinical placements the student will:

• Clearly wear student identification;
• Introduce himself/herself as a student;
• Maintain confidentiality of information given by or about patients/clients (see Clinical Rule 2.5.4);
• Accept responsibility for all relevant aspects of patient care within the limitations of the student role as determined by the clinical preceptor or teacher;
• Behaves in a respectful manner to colleagues, supervisors, patients and their families;
• Not use personal mobile phone or iPod or other electronic communication / entertainment devices whilst rostered on clinical shifts – meal breaks excepted;
• Acknowledges and responds to individuals needs and respects the culture, age, state of health and authority of the clinical facility or clinical personnel and patients.

Whilst the student is engaged in clinical learning placements he/she is dually responsible to the clinical preceptor/teacher or facilitator and the nurse unit manager/team leader/supervisor of the allocated clinical venue. The Victoria University Clinical Unit Coordinator is ultimately responsible for the management of student clinical placement performance issues, in conjunction with the clinical preceptors; clinical teachers / facilitators and in consultation with clinician managers at the placement venue (see Appendix E: Clinical reporting lines for School of Nursing & Midwifery - process map).
2.5.3 Ethical Practice and Professional Boundaries

It is essential and important to ensure that the relationship between patient / client and health care professional is safe, helpful and therapeutic and is always within the ethical and professional boundaries as determined by the Australian Nursing and Midwifery Council (ANMC). All nursing students need to be familiar with, and abide by, the ANMC Code of Ethics for Nurses; and Code of Professional Conduct for Nurses; and for midwifery students the Code of Ethics for Midwives; and Code of Professional Conduct for Midwives. Students should also make themselves familiar with the ANMC professional boundaries documents for nurses entitled: ‘A nurse’s guide to professional boundaries’; and student midwives with the ANMC document entitled: ‘A midwife’s guide to professional boundaries’. All of these documents are available at the Nursing and Midwifery Board of Australia website <http://www.nursingmidwiferyboard.gov.au>.

2.5.4 Confidentiality

Students will have access to identifying information about the people for whom they provide care. Therefore students need to be familiar with, and understand, the relevant requirements of maintaining confidentiality and privacy of information. Students and staff of Victoria University are expected to maintain the privacy of information relating to the people for whom they care. Major documents which govern the practice of confidentiality include: ANMC Code of Ethics for Nurses; and Code of Professional Conduct for Nurses; and for midwifery students the Code of Ethics for Midwives; and Code of Professional Conduct for Midwives. These documents are available at the Nursing and Midwifery Board of Australia website <http://www.nursingmidwiferyboard.gov.au>. All students need to be familiar with, and abide by, these ANMC codes of practice in conjunction with the specific confidentiality policies and procedures of the allocated clinical venue.

2.5.5 Documentation

Documentation of clinical care information in patient/ client records must be undertaken by students in accordance with allocated clinical venue policy or standards for documentation.

Clear concise and accurate documentation is essential as it:

- Facilitates the continuum of patient care;
- Allows evaluation of care provided;
- Provides information for research and epidemiology;
- Provides information for medico-legal processes.

Student responsibilities include:

- Keeping entries objective;
- Ensure writing is completely legible with use of a blue pen;
- Include the date and time for entries;
- Sign entries and print name and designation;
- Ensure entries are counter signed by a registered nurse/midwife;
• Do not add information retrospectively. Always commence with a new notation and if you make an error, rule a single line through the writing. Sign and date the change. Do not use correction fluid or an erasure.

2.5.6 Medication Management

Students who have achieved mastery in the relevant unit of study theory (which includes drug calculation competency) and practice of administration of topical, oral and parenteral medications may perform the relevant skill under the supervision of a registered nurse or registered midwife according to the allocated clinical venue’s policies and procedures. The protocol of the health care venue must be always followed with respect to the student checking, administering and documenting of medications.

**Under no circumstances should a student administer a medication without supervision.**

2.5.7 Community Practice Rotation – Residential / Home Visits

Student health professionals do not attend home visits or community visits unsupervised. Nursing and midwifery students must at all times be under the supervision of a registered nurse / midwife / health professional who is employed by the agency in which they are attending clinical placement.

2.5.8 Manual Handling

Before you commence your placement in a health care facility ensure that you have had manual handling and workplace safety training (in the nursing skills labs). It is your responsibility to ensure that you are competent at using manual handling no-lift techniques and manual handling equipment to protect yourself and your colleagues from injury. You will be working under the supervision of a registered nurse / midwife. It is important that you always assess the patient prior to moving them to identify the correct manual handling technique that is required to move the patient safely and prevent injuries to your colleagues and yourself.

2.5.9 Handling of Bodily Fluids

To minimise the risk of pathogen transmission when handling bodily fluids students should ensure that they follow standard infection control precautions – which can include the use of personal protective equipment (eg: gloves; masks, protective eyewear, gowns & plastic aprons) safe handling and disposal of sharps and hand washing. The student is required to be familiar with, and abide by, the allocated clinical venue’s written policies regarding the handling of bodily fluids; standard precautions and isolation.

2.5.10 Accident and Incident Reporting

The reporting of incidents and near misses is a part of the accreditation process by all health care facilities in accordance to the Occupational Health and Safety Act Victoria. The reporting of any incident or near miss is
2.5.11 Fitness to Undertake Clinical Practicum Requirements

Students are required to ensure that they are fit for clinical practice – without physical or mental impairments which could affect their own safety or the safety of the public for whom they will be providing health care at allocated clinical venues during professional experience placements. The Australian Health Practitioner Regulation Agency (AHPRA) has defined impairment as:

“Impairment is defined as a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence), that detrimentally affects or is likely to detrimentally affect a:

- registered health practitioner’s capacity to safely practice the profession;
- student’s capacity to undertake clinical training.


Students are required to complete an annual Student Declaration Form. The Student Declaration Form is one of the three mandatory documents required in the first six months up to, and including, 1st August each year. A copy of this Declaration form is located in Appendix A. As per Clinical Rule 3.2, non submission of this completed document by August 1st will activate withdrawal processes from the enrolled clinical unit of study. The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

It is the obligation of the student to also inform the Clinical Unit Coordinator, in writing, as soon as possible, if they later develop any physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) or an existing condition re-emerges that may impair their ability to undertake clinical practice during professional experience placements. If the student has not yet been enrolled in a clinical unit of study, then this initial fitness for practice enquiry should be taken to the relevant Year Level Coordinator. The Clinical Unit Coordinator (or Year Coordinator) will consult with the student and one or more of the following actions may occur:

- The Clinical Unit Coordinator (or Year Coordinator) concludes that the physical or mental impairment, disability, condition or disorder will not impact upon clinical practice during professional experience placements and determines that plans for clinical allocation and placements can continue;

- The Clinical Unit Coordinator (or Year Coordinator), in consultation with the Course Coordinator, concludes that the physical or mental impairment, disability, condition or disorder may impact upon clinical practice during professional experience placements and therefore requests a medical clearance/certificate of fitness for practice in order for clinical allocation and clinical placement to continue. The student will also be asked to submit an updated version of their Student Declaration Form (Appendix A). If a medical clearance/certificate of fitness for practice cannot be provided then the
student will be ineligible for clinical allocation and will be withdrawn from the appropriate clinical unit /s of study for that semester.

- In the circumstance of disability, the student should also be referred to Victoria University Disability Services. Disability Services provide a range of services which aim to ensure that people with a disability or medical condition are able to actively participate in all aspects of university life and community.

Circumstances whereby a student may be required to produce evidence of medical clearance / fitness for clinical practice may include:

- Physical or mental illness;
- Injury or injury rehabilitation;
- Post operative recovery;
- Disability inhibiting a student’s ability to undertake clinical practice activities and assessments;
- Inability to meet hygiene (especially hand washing) and manual handling requirements;
- Advanced pregnancy or pregnancy complications.

**NOTE:** When a student declares themselves to be ‘unfit for practice’ then they become ineligible for clinical allocation and will be withdrawn from the appropriate clinical unit /s of study for that semester. Once a student declares on the “Student Declaration Form” that he/she is not fit to practice; then the student will need to later submit documentary evidence provided from a Medical Practitioner to declare that he/she is once again ‘fit to practice’. The Clinical Learning Office staff will ensure that the appropriate Clinical Unit Coordinator receives this documentation, once submitted by the student, to ensure that clinical unit of study enrolment can be appropriately adjusted for future semesters.

As part of its duty of care, these guidelines ensure that the School has a strategy in place to ensure that students have the physical and mental capacity for clinical practice before commencing the clinical components of their course. The School also has a responsibility to fulfil NMBA notification guidelines with respect to students’ fitness to undertake clinical practice without impairments which could potentially jeopardise public safety.

### Section 3: Clinical Practicum Rules – Academic Progress

#### 3.1 Clinical Attendance Expectations

In order to achieve the required level of clinical practice competence, the student is expected to attend all allocated clinical practicum hours for each enrolled clinical unit of study. In each clinical venue students will be allocated to a roster of required shifts which will be equivalent to the required number of clinical attendance hours for the enrolled unit of study. If a student does not attend a rostered shift as allocated on the final shift roster, then those hours will be recorded by the clinical preceptor / teacher as absent and these records will be sent to the University. Student absence from clinical venue shifts will be recorded in this way for the Flexible Clinical Model placements; Block model and Integrated Clinical Model placements. In the Flexible Clinical Model style of placement especially, a student should not assume that they are entitled to merely ‘make up’ all absent hours at some later stage in the same clinical practicum period.
3.1.1 Impact of Absence on Unit Of Study Completion

Clinical practicum hours, in any given clinical placement period, will be priority allocated to all participating students in order to initially achieve the required number of clinical shifts for the enrolled unit of study. Therefore, in any given clinical placement period, it is extremely likely that there will not be excess clinical hours available for makeup of absent time in that particular timeframe. Absence is therefore very likely to significantly delay a student completing the clinical practicum hours required to pass a given clinical unit of study. ‘Makeup’ clinical practicum periods have to be separately negotiated for students by the School with its clinical partner venues. As such, clinical venue and clinical teacher availability will determine when absenteeism hours can be ‘made up’ by each student. Therefore, students need to be aware that unpreventable delays for makeup time periods may jeopardise each affected student’s course progression and course completion timeframes. Please note that any absence from clinical placement needs to be covered with medical certification and / or special consideration approval. Absence from allocated rostered shifts, without these documents, will jeopardise the approval of clinical makeup days which may involve a fail grade being awarded (see Clinical Rule 3.1.2).

3.1.2 Allocation Of Makeup Of Clinical Practicum Absence – Nursing Students

The requirement of the student to ‘makeup’ any accrued absent hours, for each specific clinical unit of study, will be determined by the total number of hours absent from clinical placement in conjunction with the overall grade level achieved for the associated unit of study (UoS). The Clinical Unit Coordinator will therefore determine the requirement of each enrolled student to makeup absent hours via the use of the following Action Matrix:

Table 1: Clinical Unit Coordinator Action Matrix for determination of required makeup time for clinical absence

<table>
<thead>
<tr>
<th>Period of absence from Clinical Practicum</th>
<th>Clinical Unit Coordinator Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1. Student has completed at least 90% (thus absence of 10% or less) of clinical practicum hours required for unit of study AND has received a final UoS grade of Credit or higher.</td>
<td>• Student does not have to undertake makeup time for absence and final UoS grade can be submitted by Clinical Unit Coordinator if all other UoS assessment requirements have been met (eg: some clinical UoS have additional hurdle assessments)</td>
</tr>
<tr>
<td>• 2. Student has completed at least 90% (thus absence of 10% or less) of clinical practicum hours required for unit of study AND has not received a final UoS grade of Credit or higher (Pass grade achieved)**</td>
<td>• Student needs to make up all absent hours** – Clinical Unit Coordinator to lodge request to Clinical Learning Office (CLO) on the ‘Makeup Request Form’ for makeup period to be allocated when available from clinical venue.</td>
</tr>
<tr>
<td>**Exception: see Table 1, Section 7 and Section 8</td>
<td>• Requirement of makeup hours for each student will be recorded by CLO on MCLearning database for each UoS.</td>
</tr>
<tr>
<td></td>
<td>• UoS grade submitted as an ‘L’ until makeup hours undertaken by student. CLO to inform both student and Clinical Unit Coordinator when makeup hours have been allocated. When makeup hours are achieved by</td>
</tr>
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</tr>
</tbody>
</table>
| 3. | Student has completed at least 90% (thus absence of 10% or less) of clinical practicum hours required for unit of study **AND has not** received a final UoS grade of a Pass.  
**Exception: see Table 1, Section 7 and Section 8** |
|   | Fail grade will be awarded for clinical UoS congruent with combined assessment grade achieved on Clinical Performance Appraisal Tools see Clinical Rule 3.4.  
**No clinical makeup to be requested as unit of study will need to be repeated in a future semester.** |
| 4. | Student has **not** completed at least 90% (thus absence of more than 10%) of clinical practicum hours required for unit of study **AND has** received a final UoS grade of Credit or higher  
**Exception: see Table 1, Section 7 and Section 8** |
|   | Student needs to make up all absent hours – Clinical Unit Coordinator to lodge request to Clinical Learning Office (CLO) on the ‘Makeup Request Form’ for makeup period to be allocated when available from clinical venue.  
**Requirement of makeup hours for each student will be recorded by CLO on MCLearning database for each UoS.**  
**UoS grade submitted as an ‘L’ until makeup hours undertaken by student. CLO to inform both student and Clinical Unit Coordinator when makeup hours have been allocated.**  
When makeup hours are achieved by student CLO to inform Clinical Unit Coordinator for UoS grade to be converted.  
**If student does not undertake clinical makeup hours as arranged by the CLO then the UoS grade will be converted to a ‘UM’ grade by the UoS Coordinator and the student will need to repeat the UoS in a future semester.** |
| 5. | Student has **not** completed at least 90% (thus absence of more than 10%) of clinical practicum hours required for unit of study **AND has not** received a final UoS grade of Credit or higher (Pass grade achieved)**  
**Exception: see Table 1, Section 7 and Section 8** |
|   | Student needs to make up all absent hours** – Clinical Unit Coordinator to lodge request to Clinical Learning Office (CLO) on the ‘Makeup Request Form’ for makeup period to be allocated when available from clinical venue.  
**Requirement of makeup hours for each student will be recorded by CLO on MCLearning database for each UoS.**  
**UoS grade submitted as an ‘L’ until makeup hours undertaken by student. CLO to inform both student and Clinical Unit Coordinator when makeup hours have been allocated.**  
When makeup hours are achieved by student CLO to inform Clinical Unit Coordinator for UoS grade to be converted.  
**If student does not undertake clinical makeup hours as arranged by the CLO then the UoS grade will be**
<p>| | |</p>
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<tbody>
<tr>
<td>6. Student has <strong>not</strong> completed at least 90% (thus absence of more than 10%) of clinical practicum hours required for unit of study <strong>AND</strong> has <strong>not</strong> received a final UoS grade of at least a Pass.</td>
<td>Fail grade will be awarded for clinical UoS congruent with combined assessment grade achieved on Clinical Performance Appraisal Tools see Clinical Rule 3.4. <strong>No clinical makeup to be requested as unit of study will need to be repeated in a future semester.</strong></td>
</tr>
<tr>
<td>7. Student fails to meet hurdle requirements in enrolled clinical UoS.</td>
<td><strong>UM grade recorded and no makeup of any absence time as unit of study will need to be repeated in a future semester.</strong></td>
</tr>
<tr>
<td>8. In situations where absences from clinical placement are not covered by medical certification and / or approval of special consideration</td>
<td>Any absence not covered by medical certification and / or approval of special consideration will not normally be eligible for subsequent makeup allocation and a UM Grade (Fail) will be awarded regardless of the academic mark achieved during that placement period.</td>
</tr>
<tr>
<td>9. In situations where a student achieves a mark between 45 – 49% in the enrolled clinical UoS.</td>
<td>The UoS grade will be submitted as an &quot;L&quot; and the student's grade will be considered by the ASPB and a further period of clinical placement (normally equal to the summative assessment period) will be requested. The timing, duration and location of the additional clinical placement will be at the discretion of the School. The highest achievable grade for this clinical placement will be a &quot;P&quot; (based on the performance outcome of the additional clinical make-up time).</td>
</tr>
</tbody>
</table>

The Clinical Unit Coordinator will determine if a student is required to undertake clinical makeup hours based on the requirements in the above Table 1: Action Matrix. The Clinical Unit Coordinator will lodge a request to the Clinical Learning Office (CLO) on a 'Makeup Request Form' for a makeup period to be allocated when available from a contracted clinical venue. Clinical venue and clinical teacher availability will determine when absent hours can be 'made up' by each student. Makeup hours may be scheduled on a range of roster shifts including night duty and weekends. The School is not obliged to source clinical makeup hours in clinical venues and specialties which match those of the original allocated placement. Due to availability constraints for these unpredictable additional clinical placement needs, which arise solely because of student absence, delays for makeup periods are highly likely. Therefore students need to be aware that any unavoidable delays which occur for the availability of makeup periods will ultimately jeopardise each affected student's course progression and course completion timeframes. As such, student absence during professional experience placements should be avoided at all costs if students do not want course progression and course completion timeframes to be extended.

The School's Clinical Learning Office will be responsible for organising any required clinical makeup, for each clinical unit of study, as advised by the clinical Unit Coordinator. The Clinical Learning Office will inform the student when they are required to undertake the clinical makeup hours. This information will also be provided to the clinical Unit Coordinator. If clinical makeup is not entirely completed by the student at the...
arranged time, the student will be awarded a UM grade for the affected clinical unit of study and the subject will need to be repeated in a future semester.

3.1.3 Allocation of Makeup of Clinical Practicum Absence – Midwifery Students Only

Makeup time will be allocated if the stipulated clinical hours and 100% attendance have not been achieved in the allocated clinical placement. Students must discuss any non-attendance and deficit in placement hours with the Clinical Unit of Study Coordinator, who will then liaise with the Clinical Learning Office about individual students’ make up requirements. All required hours and 100% attendance must be achieved, including any other hurdle requirements (eg. Reflective journals) for a Satisfactory grade to be obtained in a clinical unit of study.

3.2 Withdrawal of Enrolment for Clinical Practicum Unit of Study

Before a student can be allocated to a clinical practicum by the Clinical Learning Office the following three mandatory documents are required in the first six months up to, and including, 1st August each year:

1. Police Check requirement (application timeframe up to 8-10 weeks) - see Clinical Rule 2.1.1;
2. Working With Children requirement (first year of enrolment only; application timeframe 8-10 weeks) – see Clinical Rule 2.1.2;
3. Student Declaration Form – see Clinical Rule 2.1.3.

The Clinical Learning Office will provide a maximum of three reminder messages for mandatory document submission via the Victoria University student email system. It is the student’s responsibility to ensure that their VU student email account is set up and organised to receive, and if required divert, emails to another regularly utilised email account. If a student fails to provide the mandatory documentation to the Clinical Learning Office in the first six months up to, and including, 1st August each year then that student will not be allocated a clinical placement and enrolment in the affected clinical unit of study will be withdrawn prior to census date in the relevant semester of enrolment. The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

Students who enter the undergraduate nursing degree via the Summer School (semester 3) program have the additional requirement of providing the three above listed mandatory documents to the Clinical Learning Office by 1st March in the same year that they complete their Summer School program. This is a one off additional requirement for that commencement year only so that this group of students can begin their second year, first semester, clinical practicum. For Summer School entry students, if the mandatory documents are not lodged to the Clinical Learning Office by 1st March in the same year that they complete their Summer School program then the School will also proceed to withdraw each student from the affected clinical unit of study. The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

Procedure:

- After each reminder message for mandatory document submission is sent to the student a record will be made in the MCLearning database by the Clinical Learning Office. A maximum of 3 reminder messages will be sent;
- After 1st March and 1st August each year, the Clinical Learning Office will ascertain which students have not submitted their Mandatory Documentation as outlined in Clinical Rule 2.1;
• The Clinical Learning Office will provide the Academic Student Progress Board (ASPB) Chair with a Unit of Study list of student names and ID’s of those students who have not submitted the required prerequisite Mandatory Documentation;

• With CLO administrative assistance, the ASPB Chair, after engaging ASPB Panel review processes, will withdraw the affected students from the affected Clinical Unit of Study, prior to census date, via the University student administration system in the relevant semester of enrolment, as directed by ASPB Panel decisions due to special prerequisite UoS requirements not being met.

The withdrawal of enrolment for a clinical unit of study will therefore directly impact upon a student’s course progression and course completion timeframes.

3.3 Delay of Clinical Practicum Allocation

Deferring the commencement of a clinical practicum is the decision of the School not to place a student in the clinical learning situation until the issue or event that has necessitated the deferral has been satisfactorily resolved. A student’s clinical placement may be deferred if it is considered that:

• the clinical venue cannot fulfil its contractual obligation with respect to booked clinical placements;

• the student requires medical clearance in order for clinical placement to continue.

3.4 Clinical Practicum Assessment - Nursing

Assessment of students on clinical placement is competency-based in alignment with the national competency standards established by the Australian Nursing & Midwifery Council (ANMC). The Clinical Performance Appraisal Tool (CPAT) is common to each clinical practice unit and consists of an Interim Assessment and a Final Assessment. The CPAT assists clinical teachers and preceptors to guide students toward attainment of the clinical unit of study objectives / learning outcomes.

Students are presumed to have attained competence in the clinical unit objectives / learning outcomes required in previous semesters. Students may, however, be challenged to repeat attainment of objectives / outcomes if their performance is not considered to be acceptable at any stage. Students will participate in ongoing discussion of their progress with their clinical teacher/ preceptor during each clinical placement. If students experience problems in developing competence, their progress will be also discussed with the Clinical Unit Coordinator.

Pre – interim assessment objectives and learning strategies (see form in CPAT document) can also be completed as an additional non – assessed learning tool for those students who are identified by the clinical preceptor / teacher as requiring additional educational support and direction (which is not deemed to be at risk of failure level) prior to the interim assessment timeframe.

Clinical units of study are graded. This grade is achieved via the combination of Bondy scale derived scores obtained in the Clinical Performance Appraisal Tool – the Interim Assessment comprises 30% of the overall unit of study grade whilst the Final Assessment comprises 70%. The Interim Assessment will be completed by the clinical preceptor /
teacher by the time of the midway point of a clinical placement. The Final Assessment will be completed by the clinical preceptor / teacher at the completion of the clinical placement.

In some clinical unit of studies there are additional clinical placement hurdle assessment requirements which are essential for students to undertake if they intend to complete the enrolled unit of study and progress in their course. All required unit of study assessments will be outlined in the subject’s Unit Guide available on the relevant Blackboard/ WebCT site. The Clinical Performance Appraisal Tool (CPAT) – which contains both Interim and Final Assessments - will also be available from the clinical unit of study’s Blackboard/ WebCT site for students to print and take to the allocated clinical venue for completion.

It is essential for students to follow the following procedure for submission of their Clinical Performance Appraisal Tool which contains both Interim and Final clinical assessments:

Procedure:

• Students are to make a certified copy of the entire completed Clinical Performance Appraisal Tool to retain for their own records;

• The original Clinical Performance Appraisal Tool is to be lodged by the student in the appropriate Unit of Study assignment box on Level 2 in Building 4C;

• Lodgement of the completed Clinical Performance Appraisal Tool is to occur no later than 1 week after completion of the clinical placement period in order for your final unit of study grade to be determined.

The requirement of the student to ‘makeup’ any accrued absent hours, for each specific clinical unit of study, will be determined by the total number of hours absent from clinical placement in conjunction with the overall grade level achieved for the associated unit of study and whether the student has provided medical certificates and/ or special consideration is approved (see Clinical Rule 3.1.2). If makeup hours are required the student’s unit of study grade will be submitted as an ‘L’ until makeup hours undertaken by student. When makeup hours are achieved by student the Clinical Unit Coordinator will convert the grade congruent with the assessment grade achieved. All UoS hurdle assessment requirements also need to be achieved. If a student does not attend the arranged makeup period as allocated the incomplete L grade will be converted to a fail grade by the Clinical Unit Coordinator unless medical or special consideration documentation is provided.

3.5 Clinical Practicum Assessment – Midwifery

During the program, the scope and level of student clinical performance in the workplace placements is assessed and judged for their stage in the program, using the competencies for beginning registered midwives, identified in the ANMC ‘National Competency Standards for the Midwife’ (2006). As students progress through the program, the level of clinical performance is expected to rise so that they meet the competencies for beginning registered midwives by the final semester.

The assessment method for each midwifery practice unit will include the assessment of practice competence for each of the practice units using the Clinical Assessment Tool. Students’ progress towards competency is gauged against the expected minimum competency rating for each semester of the course. If students have not achieved competence by the end of semester six in year three, as indicated by a rating of 5, the student will be required to negotiate additional midwifery practice hours within a maximum stated timeframe to attain competency. (Failure to reach competency within this timeframe will result in the student failing the unit concerned).
Procedure (Midwifery Students only):

- Students are to make a certified copy of the completed Clinical Assessment Tool to retain for their own records;
- The original Clinical Assessment Tool is to be lodged by the student in the relevant midwifery year level assignment box on Level 2 in Building 4C;
- Lodgement of the Clinical Assessment Tool is to occur no later than 1 week after completion of the clinical placement period in order for your final unit of study grade to be determined.

Clinical workplace assessment is subject to the Clinical Rules 3.6; 3.6.1; 3.6.2; 3.6.3 and 3.6.4. These Clinical Rules ensure that students who are judged to be at risk of failing or who demonstrate unsafe clinical practice are provided with a structured educational program and learning contract to assist them to pass the unit. Students who do not successfully complete the learning contract or who engage in serious professional misconduct will fail the unit.

3.6 Identification of At Risk of Failure

At any stage during the Bachelor of Nursing or Midwifery course a student may experience difficulties in clinical practice. Where a student becomes aware of difficulties associated with clinical practice, the student will seek assistance firstly with the clinical preceptor or teacher. The clinical preceptor / teacher may also observe clinical practice difficulties and will base their assessment on direct observation of student performance, and discussion with the student and clinical staff including unit managers and preceptor / buddy registered nurses. Feedback may also be obtained from the patient and significant others. When a clinical practice issue is identified, the preceptor or clinical teacher will implement appropriate teaching and learning strategies and document same on the ‘Pre – interim assessment objectives & learning strategies’ form (see CPAT document) as an additional non – assessed learning tool. Assistance from the Clinical Unit Coordinator may also be required. Whether the issue is identified by a student or staff member, the difficulties will be discussed with the student and the plan of action developed as documented in the pre – interim assessment objectives & learning strategies’ form to assist the student to overcome these difficulties. If clinical practice difficulties are not resolved utilising this initial approach, students may be then identified by their clinical preceptor / teacher to be at risk of failing to achieve the unit of study clinical practice standard. Students who are deemed to be ‘At Risk of Failure’ will be assisted through the use of the procedure outlined in Clinical Rule 3.6.1 - At Risk of Failure – notification process.

3.6.1 At Risk of Failure – Notification Process

Procedure:

- The clinical teacher / preceptor will discuss the ‘At Risk of Failure’ situation with the student;
- The clinical teacher / preceptor will complete the ‘Notification of At Risk of Failure’ form (see Appendix B). Signatures are required from the student and clinical teacher / preceptor;
- The clinical teacher / preceptor will inform the Clinical Unit Coordinator that the student is ‘At Risk of Failure’ as soon as possible (or by the next working day). The completed ‘Notification of At Risk of Failure’ form also needs to be lodged with the Clinical Unit Coordinator;
• Upon consultation will the Clinical Unit Coordinator, the clinical preceptor / teacher will determine if the student performance issue is redeemable via the instigation of a ‘Clinical Review Learning Contract’ (see Clinical Rule 3.6.2);

• The Clinical Unit Coordinator will ensure that a copy of the completed ‘Notification of At Risk of Failure’ form is lodged on the MC Learning data base;

• Refer to Appendix D: Management of student performance issues process map.

3.6.2 Clinical Review Learning Contract – Required Process

Procedure:

• The clinical teacher/preceptor will arrange a meeting with the Clinical Unit Coordinator to discuss the ‘At Risk of Failure’ situation and to develop learning objectives and strategies for the ‘Clinical Review Learning Contract’ (see Clinical Rule 3.6.2 and Appendix C);

• The clinical teacher / preceptor will arrange a meeting with the Clinical Unit Coordinator and student present to discuss the situation and the requirements of the Clinical Review Learning Contract. All parties are required to sign the Clinical Review Learning Contract. The student and Clinical Unit Coordinator require copies of this documentation;

• The student needs to undertake the requirements of the Clinical Review Learning Contract. If the learning objectives are achieved in the required timeframe the student can continue the allocated clinical practicum. If the learning objectives are not achieved in the required timeframe the student will be removed from the clinical placement and awarded a fail grade for the clinical unit of study by the Clinical Unit Coordinator. Students who do not successfully complete the learning contract will fail the unit;

• The clinical preceptor / teacher is required to complete Section 3 of the Clinical Review Learning Contract and lodge the complete document to the Clinical Unit Coordinator;

• The Clinical Unit Coordinator will ensure that a copy of the completed ‘Clinical Review Learning Contract’ is lodged on the MC Learning data base;

• Refer to Appendix D: Management of student performance issues - process map.

3.6.3 Unsafe Practice

Students may be withdrawn from clinical placement prior to the completion of a unit of study’s requirements if it is considered that their clinical performance is unsafe and deemed likely to be detrimental to client / consumer safety either through physical harm, emotional distress or neglect. If unsafe, or potentially unsafe, practice has been observed at any stage during the clinical placement the student can be immediately removed from the clinical setting as per the procedure outlined in Clinical Rule 3.6.4: Withdrawal from clinical practice.
3.6.4 Withdrawal from Clinical Practice

Students may be withdrawn from clinical placement prior to the completion of a unit of study’s requirements if they display unprofessional conduct or if it is considered that their clinical performance is unsafe and deemed likely to be detrimental to client / consumer safety either through physical harm, emotional distress or neglect. This can include, but is not limited to:

- the student is consistently unable, after due instruction and guidance, to perform in a professional situation;
- the student is unable to care for patients without an inappropriate, or unattainable degree of supervision in relation to professional skills involving patient / client / consumer comfort or safety;
- the student is unable to perform technical procedures already taught, demonstrated and practiced in a prior professional or practical situation;
- the student cannot provide adequate rationale for nursing / midwifery actions because of inadequate knowledge base;
- the student performs in a manner detrimental to the learning experiences of other students;
- the student breaches the legal, ethical or professional codes relative to professional undergraduate students;
- The student demonstrates gross negligence in the performance of an assigned duty.

Procedure:

If a clinical placement venue representative or clinical teacher / preceptor is of the opinion that a student should be withdrawn from clinical placement the following actions are required:

- The clinical teacher / preceptor will inform the student of the reasons for their withdrawal from clinical placement;
- The clinical teacher / preceptor will complete the ‘Notification of At Risk of Failure’ form (see Appendix B). Signatures are required from the student and clinical teacher / preceptor;
- The student should be advised by the clinical teacher / preceptor that he / she can also submit a written statement for consideration by the Clinical Unit Coordinator. The student can opt to privately lodge this statement with the Clinical Unit Coordinator via the email address provided in the Unit Guide. The clinical teacher / preceptor will inform the Clinical Unit Coordinator of the requirement to withdraw the student from the allocated clinical placement as soon as possible (or by the next working day). The completed ‘Notification of At Risk of Failure’ form also needs to be lodged with the Clinical Unit Coordinator;
- The Clinical Unit Coordinator will arrange a meeting with the student to discuss the decision and offer counselling if required. Upon consultation with all involved parties, the Clinical Unit Coordinator will determine if the student performance issue is redeemable via the instigation of a ‘Clinical Review Learning Contract’ (see Clinical Rule 3.6.2) with the student returned to clinical venue and / or nursing skills laboratory to complete the learning requirements as is appropriate. If the student performance
issue is severe and not redeemable via the allocation of learning requirements then a fail grade will be awarded for the clinical unit of study;

- The Clinical Unit Coordinator will ensure that a copy of the completed ‘Notification of At Risk of Failure’ form is lodged on the MC Learning data base;
- See Appendix D: Management of student performance issues process map.

3.7 Completion of Clinical Practicum

Nursing Students:

Clinical units of study are graded. This grade is achieved via the combination of scores obtained in the Clinical Performance Appraisal Tool (CPAT) – the Interim Assessment comprises 30% of the overall unit of study grade whilst the Final Assessment comprises 70%. The requirement of the student to ‘makeup’ any accrued absenteeism hours, for each specific clinical unit of study, will be determined by the total number of hours absent from clinical placement in conjunction with the overall grade level achieved for the associated unit of study (see Clinical Rule 3.1.2).

In some clinical unit of studies there are additional hurdle assessment requirements which are essential for students to undertake if they intend to complete the enrolled unit of study. All required unit of study assessments will be outlined in the subject’s Unit Guide available on the relevant Blackboard / WebCT site.

Midwifery students:

All clinical units are assessed using the midwifery Clinical Assessment Tool. Completion of stipulated hours, 100% attendance on placement and a satisfactory assessment rating in combination with other unit hurdle requirements (ie. reflective journals) will result in a Satisfactory grade for the clinical unit.
Appendix A: Student Declaration Form

School of Nursing & Midwifery

Student Declaration Form

I, (please print full name)........................................................................................................... Student ID.................................................................

understand that:

- clinical learning is a compulsory part of the School's nursing and midwifery courses.
- completion of all of the clinical learning requirements of my course are essential if I intend to progress in my course and achieve the overall requirements for my Certificate of Completion.
- I am required to enrol in clinical practicum units of study in the relevant academic semesters over the duration of my course.
- the clinical practicum attendance requirements of each clinical unit of study may not fall within the University academic calendar weeks.
- I will be allocated to clinical placements which may require me to, at times, engage in clinical learning during semester breaks including midyear and during the summer period.
- I should not finalise arrangements for holidays or events until final clinical allocations for the enrolled unit of study have been issued from the Clinical Learning Office (CLO).
- if I choose to proceed with holiday or event bookings against this advice then the School, which includes the Clinical Learning Office, will not be responsible for any loss that I may incur because of date clashes with the prior booked events and the final clinical allocations issued by the School.
- non attendance at an allocated clinical practicum will result in a fail grade being awarded for the clinical unit of study which will impact upon my course progression and course completion timeframes.

Clinical Practicum Rules: I understand that the School's current Clinical Practicum Rules are located within the 'My Clinical Learning' Database (http://wcf.vu.edu.au/mclearning/). I will ensure that I have access to this database and before the start of my clinical practicum I will have read all of the Clinical Practicum Rules outlined in the 'Nursing & Midwifery Student Clinical Practicum Information Booklet'.

Mandatory documentation: I understand that I must provide the following mandatory documents by 1st August in each year:

- (1) this completed Declaration;
- (2) a Police Check which is valid until July, and
- (3) a Working with Children's Check (as outlined in Clinical Rule 2.1)

If I do not provide the 3 mandatory documents in the first six months up to, and including 1st August in each year then the School will proceed to withdraw my enrolment in the relevant clinical practicum subjects as I will lack the pre-requisite documentation to engage in that clinical unit of study. I understand that if I am withdrawn from a clinical unit of study that this will impact upon my course progression and course completion timeframes.

Change to status of Police Check: I understand that I must notify the Clinical Learning Office immediately if there is a change of status of my Police Check or Working With Children Check.
Immunizations: I am aware that as a nursing/midwifery student I am at risk of contracting a communicable disease (e.g. influenza) through working in close contact with sick and vulnerable patients. I understand that some disease can be prevented through immunisation. I am aware that most health care providers have strict requirements in relation to the immunisation of their staff due to working with sick and vulnerable patients. I understand that the neither the School nor the health care provider where I am placed will be responsible for any adverse health I may suffer as a result of obtaining the immunisations for my clinical placement. I am aware of the immunisation recommendations for engagement in clinical placements as outlined in the web area of the 'My Clinical Learning' Database (http://wcf.vu.edu.au/mclearning/). I understand that if I choose not to undertake these immunisations, or alternatively fail to provide evidence of immunisation to the allocated clinical venue upon request, that I am likely to be withdrawn from clinical placement and therefore will be unable to complete required assessments in order to pass the clinical unit of study that semester.

Medication requirements: I have read and understood the School's Clinical Rule 2.6.5 – 'Medication Management' – regarding the limitations and responsibilities of the student nurse for the storage and administration of medications.

Confidentiality: I declare that I understand my responsibilities with regard to the privacy and protection of personal information of the people for whom I care during my clinical placement experience as outlined in Clinical Rule 2.5.4. I am also aware of my requirement to adhere to the confidentiality policies and procedures of the health care venue / provider to which I will be allocated and will undertake my clinical practice as an undergraduate student.

Fitness for Practice: I have read and understood the School's Clinical Rule 2.5.11 - 'Fitness to Undertake Clinical Practicum Requirements'. I am aware of and understand my ongoing obligation to report any physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that may impair my ability to undertake clinical practice. If I develop a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence); or if a pre-existing impairment or condition re-emerges at any time after making this Declaration, I will inform the Unit Coordinator (or Year Coordinator) in writing as soon as possible. I understand that I may need to provide further documentation to the Coordinator – such as medical clearance. I understand that the School will only use my medical information for purposes directly related to the administration of my progress in the course.

I declare that I am (Tick One):

- Fit For Clinical Practice
- NOT Fit For Clinical Practice

NOTE: When a student declares themselves to be ‘unfit for practice’ then they become ineligible for clinical allocation and will be withdrawn from the appropriate clinical unit /s of study for that semester. Once a student declares on the ‘Student Declaration Form’ that he/ she is not fit to practice; then the student will need to later submit documentary evidence provided from a Medical Practitioner to declare that he / she is once again ‘fit to practice’. The Clinical Learning Office staff will ensure that the appropriate Clinical Unit Coordinator receives this documentation, once submitted by the student, to ensure that clinical unit of study enrolment can be appropriately adjusted for future semesters.

I understand that my failure to comply with the above mentioned requirements will commit the School to proceedings to either activate the withdrawal of my enrolment or generate a ‘fail’ result for the relevant clinical practicum subjects. I understand that if I fail, or I am withdrawn from - a clinical unit of study - this will impact upon my course progression and course completion timeframes.

Student Signature:.......................................................... Date:..........................................

Full Name in print:.................................................................

----------------------------------

Office use only:

Date received: .................................................. Received by: .................................................................
Appendix B: Notification of At Risk of Failure Form

School of Nursing & Midwifery

Notification of At Risk of Failure Form

Student Name: ___________________________________________ Student ID: _______________________

Date Student notified ‘At Risk of Failure’: ____________________________________________________

Clinical Venue:  ___________________________________________________________

Unit of Study Name & Code ______________________________________________________________

Reason for ‘At Risk of Failure’ Notification (Tick relevant box):

1. Identified Student Performance issue (see Clinical Rule 3.6.1 & Rule 3.6.2) requiring instigation of a Clinical Review Learning Contract in consultation with the unit of study Clinical Unit Coordinator.

2. Unsafe Student Clinical Practice (see Clinical Rule 3.6.3 & Rule 3.6.4) – requiring removal from allocated clinical practicum on (insert date) __ / __ / ___ pending further investigation by the unit of study Clinical Unit Coordinator.

Clinical Preceptor/Teacher Report:

The Clinical Preceptor/Teacher is required to:

1. Identify the ANMC Competency / Competencies that the student has not achieved
2. Describe a situation (evidence) to explain why the student has not achieved the relevant competency/competencies (additional space provided on page 2 of this form if required)

NURSING STUDENTS ONLY:

<table>
<thead>
<tr>
<th>ANMC Competency</th>
<th>Evidence that ANMC competency not achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Provision &amp; Coordination of Care</td>
<td></td>
</tr>
<tr>
<td>Collaborative &amp; Therapeutic Practice</td>
<td></td>
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<tr>
<td>Critical Thinking &amp; Analysis</td>
<td></td>
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</tbody>
</table>

MIDWIFERY STUDENTS ONLY:

<table>
<thead>
<tr>
<th>ANMC Competency</th>
<th>Evidence that ANMC competency not achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal &amp; Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Midwifery Knowledge &amp; Practice</td>
<td></td>
</tr>
<tr>
<td>Midwifery as Primary Health Care</td>
<td></td>
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<tr>
<td>Reflective &amp; Ethical Practice</td>
<td></td>
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</tbody>
</table>

Clinical Preceptor / Teacher Signature: __________________________________________ Date: ______________________

Student Signature: __________________________________________ Date: ______________________

Outcome – to be completed by Clinical Unit Coordinator (tick relevant):

Clinical Review Learning Contract instigated: □ Withdrawal from Clinical: □ Fail Grade Awarded: □

Clinical Unit of Study Coordinator: __________________________________________ Date: ______________________
<table>
<thead>
<tr>
<th>ANMC Competency</th>
<th>Evidence that ANMC competency not achieved</th>
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Appendix C: Clinical Review Learning Contract Form

School of Nursing & Midwifery

Clinical Review Learning Contract Form

Student Name: ___________________________________________ Student ID:_________________

Clinical Venue:  _______________________________________________________________

Unit of Study Name & Code _______________________________________________________________

Section 1: Evidence of clinical performance knowledge / skill deficits:

Note: Evidence of clinical performance knowledge / skill deficits can be adequately acknowledged here by attaching a copy of the completed ‘Notification of At Risk of Failure Form’

NURSING STUDENTS ONLY:

ANMC Competency | Evidence that ANMC competency not achieved
--- | ---
Professional Practice |
Provision & Coordination of Care |
Collaborative & Therapeutic Practice |
Critical Thinking & Analysis |

MIDWIFERY STUDENTS ONLY:

ANMC Competency | Evidence that ANMC competency not achieved
--- | ---
Legal & Professional Practice |
Midwifery Knowledge & Practice |
Midwifery as Primary Health Care |
Reflective & Ethical Practice |

Section 2: Clinical Review Learning Contract Confirmation:

Student Declaration: I, agree to undertake the requirements outlined in section 4 of this Clinical Review Learning Contract within the stated timeframes.

Student Signature:___________________________________________________ Date:_____________________

Clinical Preceptor / Teacher Signature: ______________________________ Date:_____________________

Clinical Unit of Study Coordinator ______________________________________ Date:_____________________

Copy 1: Student

Copy 2: Clinical Unit Coordinator (saved electronically as PDF file to MC Learning database)

Section 3: Clinical Review Learning Contract Completion:

Clinical Preceptor / Teacher Declaration: The learning objective/s outlined in section 4 of this Clinical Review Learning Contract have / have not (circle correct) been achieved within the specified timeframes. The above named student has therefore completed / not completed (circle correct) this learning contract.

Clinical Preceptor / Teacher Signature: ______________________________ Date:_____________________
Appendix C: Clinical Review Learning Contract Form

Section 4: Clinical Review Learning Contract Requirements

Student Name: ___________________________________________ Student ID: __________________

List the requirements to be undertaken by the above named student

<table>
<thead>
<tr>
<th>ANMC Competency</th>
<th>Learning Objectives: focused upon alleviating clinical performance deficits related to the identified competency</th>
<th>Current Competency Rating on CPAT</th>
<th>Minimum Competency Rating required</th>
<th>Strategies to be implemented to achieve the objectives</th>
<th>Timeframe for achievement of objectives</th>
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Note: Learning objectives need to be ‘SMART’ (Specific + Measurable + Achievable + Realistic + Timely)
Appendix D: Management of Clinical Student Performance Issues Process Map

1. Identification of 'At Risk of Failure' whilst student on clinical placement
   - Ascertain if identified student performance issue can be potentially addressed via the instigation of a 'Clinical Review Learning Contact'
   - Discuss with student. Complete 'At Risk of Failure' Form and tick the first option: Identified Student Performance Issue
   - Yes: Undertake requirements of 'Clinical Review Learning Contract' within outlined time frames
     - Learning objectives not achieved in specified time frames
       - Copy of completed Contract to CUC for lodgment on MCLearning database
       - Fail Grade Awarded by CUC
     - Learning objectives achieved in specified time frames
       - Copy of completed Contract to CUC for lodgment on MCLearning database
       - Continuation of allocated Clinical Practicum
   - No: Discuss with student. Complete 'At Risk of Failure' Form and tick the second option: Unsafe Student Clinical Practice and complete form
   - Lodge 'At Risk of Failure Form' with CUC

2. Notify the Clinical Unit Coordinator (CUC)
   - Arrange meeting with CUC and Clinical Educator to develop learning objectives & strategies for 'Clinical Review Learning Contract'
   - Lodge 'At Risk of Failure Form' with CUC

3. Remove student from allocated clinical placement and notify the Clinical Unit Coordinator (CUC)
   - Fail Grade Awarded by CUC
   - Redeemable Practice - allocation of learning requirements
   - Copy of signed Contract to Student
   - Copy of signed Contract to CUC